

# **READVERTISEMENT**

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

**July 9, 2008**

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<b>TITLE:</b>	Asthma, Cardiovascular Health & Diabetes Section Manager
<b>POSITION NO:</b>	00824
<b>LOCATION:</b>	Public Health & Safety Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	Non
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 7
<b>STARTING SALARY:</b>	\$49,468 - \$61,835 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. **This position is opened until filled.** Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, July 23, 2008 (second review)**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required education/experience. Salary depends upon education and experience.

**TYPICAL DUTIES:** This position serves as the division's Section Supervisor in the Chronic Disease Prevention and Health Promotion (CDPHP) Bureau for the division. This position is responsible for developing and implementing section programs to improve and protect the health and safety of Montanans and to promote or provide a wide range of preventive, primary, and public health services to individuals and communities; directing and performing program operational activities including service delivery, public and interagency relations, program monitoring, consultation, technical assistance, etc. to ensure organizational goals are met and program activities comply with

applicable regulations; administering section budget, policies, grants, contracts, information systems, and related systems and activities; and supervising three section staff. This position will conduct research and analysis to synthesize and evaluate information; write grant applications and/or review proposals; develop and implement section policies, rules, and regulations; establish section goals, objectives, and work plans; interpret federal and state regulations; and negotiate and administer a wide array of contracts. This position will determine the need for, and if necessary, develop recommendations for new legislation and administrative rules; and prepare and provide expert testimony and represent the program before the legislature, local government, national associations, and governmental entities.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of the concepts and theories of the public health program administration field including research methodology; disease control and intervention; epidemiological and statistical analysis; research procedures, community organizations and resources related to the field of public health; chronic and communicable disease prevention methods; strategic planning; state/federal funding requirements; computers and database management and the use of statistical software; federal grant requirements; advanced research and evaluation methods; project management; agency policies/procedures/guidelines; principles and practices of public information and education; presentation methods and techniques; budgeting; contract administration; and supervisory principles.

Skills: Skill in developing approaches to sensitive issues that have significant impacts on public health and the environment; and in the operation of a personal computer using word processing, spreadsheet, database programs, Internet and e-mail.

Abilities: Ability to align behavior with the needs and goals of the organization and provide a visible role model for others; focus efforts and energy on successfully attaining organization goals and objectives; transform thought into productive action; use reason and logic to identify and solve problems; and remain calm and professional and respond articulately under significant pressure and develop effective working relations with a variety of individuals and agencies.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in public health sciences, education, behavioral/social sciences, or communications-related field **AND** five years of progressively responsible experience including program planning and administration, environmental or public health regulation, and

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supervisory experience **OR** Master's degree (preferred) in same fields as above **AND** four years of progressively responsible public health experience, to include supervisory experience.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; OR if unforeseeable circumstances occur, transcripts may be brought to interview; and**
4. Supplemental question.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or

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Asthma, Cardiovascular Health & Diabetes Section Manager,

#00824

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to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTION

Department of Public Health and Human Services

Title: Asthma, Cardiovascular Health & Diabetes Section  
Manager

Position: #00824

Location: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. The State Asthma and Diabetes Programs both focus on improving the quality of care for persons with these conditions. Please describe what specific health system strategies you would recommend to improve the quality of care. Also cite the evidence that supports your recommendation.